

*Appendix N*  
*Example of Delinquency Notification Letter*

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5  
GREAT LAKES NATIONAL PROGRAM OFFICE  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

DATE:

SUBJECT: Delinquent QAPP notice

FROM: Louis Blume, QA Manager

TO: , Project Officer

This is a notification that the QAPP for the project entitled, “ ,”  
with grant number X, has not been submitted and it is now considered delinquent.

This delinquency signifies the departure from the contractual agreement between GLNPO and the grantee. Office policy states that a QAPP must be submitted within 90 days of the grant award *AND* 30 days prior to the commencement of any environmental data collection activities. This step is implemented to ensure that all quality assurance issues are adequately resolved and integrated prior to any data collection activities and that projects are funded within the appropriate time frame. As a reminder, costs associated with data collection are *not allowable* costs until the QAPP is approved by the GLNPO QA Manager.

Since the Annual QA Report to Headquarters is due on November 16, 1998, it is critical that prompt action be taken to resolve this issue. Please convey this information to the Project Manager and develop an acceptable action plan describing when the QAPP will be delivered.

If you have any questions or concerns about this memorandum, please contact me as soon as possible.

CC: , Branch Chief\*,  
, Team Leader\*

\*Your respective Branch Chief and Team Leader will be notified within 7 days of this announcement if an acceptable action plan has not been received by the QA Manager.